

WGTC 8.9

Letters of Verification – Program Attendance/Progress

Students requesting verification of program enrollment and/or attendance must have completed and signed “Third-party Release of Confidential Information” forms on file prior to any letters or information being given out on their behalf. Within four days of a request, instructors will complete the forms provided reflecting students’ enrollment and attendance data and will submit them to the Program Administrator for signature. WGTC bears no responsibility for the cessation or continuation of benefits based on enrollment and attendance information provided on a student’s behalf. Further, WGTC bears no responsibility for consequences related to probation or parole terms associated with enrollment and attendance in an Adult Education program or verification of such enrollment/attendance.

Policy Source: WGTC Policy Manual	Policy Manager: Vice President, Adult Education	Effective: 3/2009
Division: Adult Education		Reviewed: 8/2021 Revised: 8/2021